

CHAPTER 35. ELECTION CONDUCT

SUBCHAPTER 3. COUNTY ELECTION BOARD RESPONSIBILITIES

PART 1. BEFORE THE FILING PERIOD

230:35-3-3. Assembling precinct supplies

(a) Well in advance of any election, the Secretary shall assemble supplies for every precinct and shall pack them in an envelope, a box, a bag, a binder, or another container. The Secretary may use the Supply Envelope and the Supply Box provided by the State Election Board or any other adequate container. Each election supply container shall be labeled for the appropriate precinct. (Some materials cannot be included in the supplies until after ballots are printed.) The Secretary shall prepare and use a Precinct Check List for each precinct to verify that all necessary supplies are included.

(b) The following items shall be included in the election supplies for each precinct. The quantities listed are recommended minimum quantities.

(1) **Precinct Official NotebookManual.** One Precinct Official ~~Notebook~~Manual shall be provided for each election day polling place. The Precinct Official ~~Notebook~~Manual shall contain the Election Day Reference and Problem Solver and forms needed by Precinct Officials on election day.

(2) **Forms, Checklists, and handouts.** In addition to the forms contained inside the Precinct Official ~~Notebook~~Manual, certain additional forms and handouts shall be included in the election supplies for each precinct. These items may be included inside the Precinct Official ~~Notebook~~Manual or in another notebook or container according to the preferences of the Secretary of the County Election Board. Each year, the Secretary of the State Election Board shall provide a list of all additional checklists, forms, and handouts to be used by Precinct Officials at all election day polling places.

(3) **Envelopes.** Several special envelopes shall be included in the election supplies for each precinct. Each year, the Secretary of the State Election Board shall provide a list of all special envelopes and appropriate instructions for their use.

(4) **Signs and Maps.** Several specific signs and maps shall be included in the election supplies for each precinct. Each year, the Secretary of the State Election Board shall provide a list of all signs and maps needed at election day polling places and instructions for their use or display.

(5) **Other Supplies.** Other supplies, such as ballpoint pens, paper clips, rubber bands, scissors, and tape, shall be included in the election supplies for each precinct. Each year, the Secretary of the State Election Board shall provide a list of additional supplies needed for all election day polling places.

(6) **Provisional voting supplies.** Provisional voting supplies shall be included in the supplies for each election day polling place. The Secretary of the State Election Board shall provide a list of all such supplies each year.

(7) **Precinct Registry, Voting Device, and ballots.** The Precinct Registry, voting device, and ballots are issued to the Inspector along with the appropriate election supplies for each election day polling place. See 230:35-3-57 and 230:35-3-68.1.

PART 13. AFTER THE POLLS CLOSE

230:35-3-84. Assembly line required for receiving returns and materials from Inspectors

Before the first Inspector arrives, an assembly line shall be established for receiving the returns. The Chairman and Vice Chairman of the County Election Board, the Secretary or employees of the Board may be involved in reception of voting devices, election supplies, and ballot transfer cases from Inspectors. When receiving returns, the following procedure shall be observed:

(1) Representatives of the news media shall be assigned to a separate office or area. If available, a computer shall be placed in the media area to display the county's election results.

(2) Appropriate receptacles shall be prepared and arranged for receiving items from Inspectors.

(3) Inspectors shall form a line as they arrive, and shall be processed one at a time.

(4) Receive the voting device. Verify that the luggage tag (or other means of identification if the luggage tag is not used) showing the precinct number is attached to the voting device.

(5) Receive the Envelope for Tally Report. Open the envelope, verify that the following items are present, and examine them as necessary.

(A) Examine the original voting device tape, which includes all information printed from the time the polls were opened, including the Power Up Report, the Zero Report, and the first Detail and Tally Report printed when the polls were closed. If the Detail and Tally Report is not included on the tape, open the voting device case, turn on the power and print the report. Attach the Detail and Tally Report to the voting device tape received in the envelope.

(B) Examine the Ballot Accounting Form or Forms. Verify that they have been completed and signed by Precinct Officials.

- (C) The voting device key envelope shall be examined to be certain that the precinct number is written on it. The key envelope shall be set aside in a secure place.
- (D) If uncounted ballots from the emergency compartment are found in the Envelope for Tally Report, ask the Inspector to step aside and wait until the ballots can be scanned on the election night recount voting device and then be properly secured. Ask the Inspector if the ATI device was used by any voter to cast an audio ballot during the day. Examine the Detail and Tally Report, the Ballot Accounting Form or Forms, and the ATI Session Log form to verify that an ATI ballot was cast. If the ATI device was used, make note on the front of the Envelope for Tally Report. See 230:35-3-85.4
- (6) If all the necessary items from the Envelope for Tally Report are accounted for, transfer the voting device, the voting device tape, and the Ballot Accounting Form or Forms to the tabulation computer operator.
- (7) The sealed ballot transfer boxes shall be received and transferred to secure storage.
 - (A) Examine the ballot transfer boxes to ensure that they have been properly sealed. If the long white State Election Board seal is missing or broken, immediately affix a short turquoise State Election Board seal to the ballot transfer box. The new seal shall be signed by the County Election Board members and the box for "Other" shall be checked. Write the reason the seal is being applied in the space provided.
 - (B) In the event that the County Election Board must open a ballot transfer box on election night to retrieve an item enclosed in error inside the box by Precinct Officials, the Board members shall affix a short turquoise State Election Board seal to the box. The new seal shall be signed by the County Election Board members and the box for "Other" shall be checked. Write the reason the seal is being applied in the space provided.
- (8) Receive the sealed orange provisional ballot bag.
 - (A) Remove the Provisional Ballot Roster from the clear plastic pocket on the bag. Make certain that the precinct number is indicated on the Provisional Ballot Roster before separating it from the bag.
 - (B) Place the provisional ballot bag in a secure receptacle. Access to the provisional ballot bags shall be restricted to authorized County Election Board personnel.
 - (C) Paperclip or staple the Provisional Ballot Roster pages together and set aside in a secure location. Access to these forms shall be restricted to authorized County Election Board personnel.
- (9) Receive and examine the Precinct Registries.
- (10) Receive and examine the Precinct Expense Claim Envelope and any unclaimed vouchers.
- (11) The Inspector shall sign the Precinct Expense Claim Envelope and receive his voucher for compensation and mileage if all other vouchers are accounted for.
- (12) Receive the election supply container and the Precinct Official NotbookManual and place them in appropriate receptacles.
- (13) Receive and store the American flag.

PART 17. DISPOSITION OF MATERIALS

230:35-3-99. Disposing of Precinct Registries

All Precinct Registries shall be retained for ~~60~~24 months following the date of the election. [26:7-117] Precinct Registries shall be available for public inspection during the County Election Board's regular office hours. See 230:10-7-45 for additional information about retaining Precinct Registries.

230:35-3-101. Processing forms used on election day by Precinct Officials

- (a) The Secretary shall remove forms used on election day by Precinct Officials from the Forms section of the Precinct Official NotbookManual and all used Oklahoma Voter Registration Applications from the election supply container from each precinct.
 - (1) The Secretary shall cancel the registrations of deceased voters indicated by used Request to Cancel Registration of Deceased Voter forms as outlined in 230:15-11-4.
 - (2) The Secretary shall read the Inspector's Notes to Secretary sheets and shall take any necessary action.
 - (3) The Secretary shall examine the Absentee Voter Affidavit. If MESA identifies voters who voted both by mail or in-person absentee ballot and at a precinct polling place in the election, the Secretary shall notify both the District Attorney and the State Election Board. The Secretary shall follow any instructions concerning the Absentee Voter Affidavit given by either the District Attorney or the State Election Board. See 230:15-9-13.
- (b) All voter registration application forms shall be processed according to the procedure outlined in 230:15-9-18 through 230:15-9-26.
- (c) After the used election day forms from the Forms section of the Precinct Official NotbookManual have been processed as outlined in (a) of this Section, they shall be retained for 24 months following the date of the election. The Secretary shall cause the Forms section of the Precinct Official NotbookManual to be replenished before the next election.

PART 19. VERIFYING AND COUNTING PROVISIONAL BALLOTS

230:35-3-126. Criteria for verification of provisional ballot affidavit information

(a) **Voter not in Precinct Registry.** A provisional ballot cast by a voter whose name is not in the Precinct Registry shall be considered verified and approved for counting if evidence of the voter's valid and timely voter registration is found and if:

- (1) the provisional ballot was cast in the precinct of the voter's residence as indicated in the voter registration record or other evidence found; and
- (2) in the case of a partisan primary election, the voter cast a provisional ballot for the same party as that of the voter's political affiliation in the voter registration record or other evidence found.

(b) **Voter without proof of identity.** A provisional ballot cast by a voter who is unable to provide or who refused to provide a valid form of proof of identity shall be considered verified and approved for counting if all following circumstances are met.

- (1) The voter's name on the affidavit substantially conforms to the voter's name in MESA. If a voter has legally changed his or her name but has not updated the name on his or her voter registration, the voter may note this fact on the affidavit and may submit an Oklahoma Voter Registration Application form to change his or her name for voter registration purposes with the affidavit. Such a voter shall be deemed to have met this requirement.
- (2) The voter's residence address on the affidavit substantially conforms to the voter's residence address in the voter registration database. A voter who has changed his or her residence address within the county, but has not updated the address on his or her voter registration may note this fact on the affidavit and also submit an Oklahoma Voter Registration Application form to change residence address within the county. Such a voter shall be deemed to have met this requirement.
- (3) The voter's date of birth on the affidavit matches the date of birth recorded for the voter in MESA.
- (4) The voter's Oklahoma driver license number ~~as shown~~if provided on the affidavit, or the last four digits of the voter's Social Security number as shown on the affidavit match the information recorded for the voter in MESA. ~~However, if the voter's original voter registration occurred prior to January 1, 2004, the registration predates any requirement to provide either an Oklahoma driver license number or the last four digits of the Social Security number and this requirement shall not apply.~~

(c) **Political affiliation dispute.** In the event a voter in the Primary or Runoff Primary Election casts a provisional ballot after disputing the political affiliation indicated in the Precinct Registry, the provisional ballot shall be counted only if evidence of a timely and valid change of political affiliation is found.

(d) **Uniformed services voters.** Uniformed services voters are those identified in Title 26 O.S., Sections 14-121 and 14-137. Provisional ballots cast by these voters shall be counted if they are cast in the correct precinct for the voter's residence address. [26:7-116.1; 26:14-121]

(e) **Overseas voters.** Overseas voters are those voters identified in Title 26 O.S., Sections 14-121 and 14-137. Provisional ballots cast by these voters shall be counted if they are cast in the correct precinct for the voter's residence address.

(f) **School district or municipal assignment dispute.** Voters listed in the Precinct Registry who disagree with their assignment to a particular school district or municipality may cast a provisional ballot for their preferred school district or municipality. Provisional ballots cast by these voters shall be counted only if evidence is found that the assignment indicated in the Precinct Registry is incorrect.

(g) **Voter who disputes existing credit for absentee voting during in-person absentee voting.** In-person absentee voters who have already received credit for voting by mail or on an earlier day of in-person absentee voting and who deny having voted may cast a provisional ballot. Their provisional ballot shall be counted only if evidence is found that the credit for absentee voting for this voter was recorded in error or that evidence is found indicating that the earlier absentee ballot was submitted by someone other than the voter.

SUBCHAPTER 5. INSTRUCTIONS FOR PRECINCT OFFICIALS

PART 5. PREPARATIONS FOR ELECTION DAY

230:35-5-28. Preparation of polling place

The Inspector, Judge, and Clerk meet at the polling place at 6:30 a.m. on election day and follow these steps to prepare for the election. [26:7-105]

- (1) Display the American flag either inside or outside the polling place as instructed by the County Election Board Secretary.
- (2) Open the election supplies container and remove the supplies as directed in the following steps.
- (3) Display the Oklahoma Election Procedures C Important Voter Information sign and the Election Law Violations sign outside the polling place so that voters can read the information before entering. Use either thumbtacks or tape to secure the sign to a door, window, wall, or other surface.
- (4) Post the Vote Here sign in a conspicuous place outside the polling place.
- (5) Display at least three copies of each sample ballot. Post one set of the sample ballots near the Oklahoma Election Procedures C Important Voter Information sign and the Election Law Violations sign.
- (6) Make sure that all the ink pens work.

- (7) Set up the voting booths so that you can tell whether more than one person is in a booth at any given time, but also so that voters may mark their ballots in secrecy.
- (8) Post one Attention Voter poster inside each voting booth. This poster may be attached permanently to some voting booths.
- (9) Put the Precinct Official NotbookManual on the table.
- (10) Put some Oklahoma Voter Registration Application forms on the table at both the Inspector's position and the Judge's position. It is also a good idea to put some of the Oklahoma Voter Registration Application forms in a visible location away from the Precinct Officials' table, if possible.
- (11) Set aside the remaining supplies. They will be used after the polls close.

230:35-5-32. Preparation of voting device

Before the polls open, the Inspector follows these steps, with the help of the Judge and Clerk as needed, to prepare the voting device.

- (1) Place the ballot box near an electrical outlet.
- (2) Follow the instructions in the Election Day Reference and Problem Solver section of the Precinct Official NotbookManual to set up the ballot box, to attach the voting device to the ballot box, and to close and lock the emergency compartment of the ballot box.
- (3) Follow the instructions in the Election Day Reference and Problem Solver section of the Precinct Official NotbookManual to open the voting device case and to attach and plug in the power cord.
- (4) Follow the instructions in the Election Day Reference and Problem Solver section of the Precinct Official NotbookManual to turn on the voting device, open the polls on the voting device, and to prepare the voting device to accept ballots.
- (5) Check the number printed on the seal on the election results storage device compartment cover and verify that it is the same as the number recorded on the Inspector's Notes to Secretary sheet.
- (6) Check the precinct number on the luggage tag attached to the voting device and verify that it is the same as the precinct number that printed at the beginning of the Zero Tape. If either of these numbers is not the correct number for this precinct, call the County Election Board office immediately.
- (7) Verify that the voting device console screen displays the Ready to Scan message.

PART 7. GENERAL GUIDELINES

230:35-5-41. Inspector's Notes to Secretary

The Inspector uses the Inspector's Notes to Secretary sheet in the Forms section of the Precinct Official NotbookManual to record problems or questions that arise during the day. Even problems that are referred to the County Election Board Secretary for immediate remedy should be recorded on this sheet.

PART 11. PROCESSING THE VOTER

230:35-5-56. Routine for Clerk

The Clerk follows these routine steps to process voters. Refer to the Precinct Problem Solver section of the Precinct Official NotbookManual in non-routine situations.

- (1) Give the voter a ballot for each election in which he or she is voting. [26:7-117]
- (2) Offer the voter a secrecy folder. Use of secrecy folders is not required.

PART 15. AFTER THE POLLS CLOSE

230:35-5-70. Closing the polls

At precisely 7 p.m. on election day, the Inspector announces that the polls are closed. Any registered voters who are in line to vote at 7 p.m. must be permitted to vote. [26:7-104] The Inspector must keep lines of voters orderly and secure. The Inspector shall make certain that all voters have finished voting and have fed their ballots into the voting device before closing the polls on the voting device and obtaining the required number of Detail and Tally Reports. Follow the voting device instructions in the Election Day Reference and Problem Solver section of the Precinct Official NotbookManual to close the polls on the voting device and to print the required reports.

230:35-5-75.2. Securing the voting device

After printing the required number of Detail and Tally Reports, the Inspector follows the voting device instructions in the Election Day Reference and Problem Solver section of the Precinct Official NotbookManual, with the help of the Judge and Clerk as needed, to secure the voting device, to remove all voted ballots from the ballot box, and to secure them in the ballot transfer case

for return to the County Election Board office. Prepare the ballot box for transport or for storage on-site at the polling place as instructed by the Secretary. Put the voting device key envelope in the Envelope for Tally Report.

230:35-5-76. Repacking supplies

The Inspector, Judge, and Clerk repack all election supplies into the same container in which they were received. Use the following list while repacking to verify that all supplies and materials are accounted for.

- (1) Used signs (Vote Here, Oklahoma Election Procedures - Important Voter Information, Election Law Violations, and Attention Voter, if applicable) and sample ballots.
- (2) Precinct Official ~~Notebook~~ Manual.
- (3) Used and unused Oklahoma Voter Registration Application forms.
- (4) Secrecy folders.
- (5) Ballpoint pens.
- (6) Remaining paper clips, rubber bands, thumbtacks, and tape.
- (7) Scissors.
- (8) Unused provisional voting materials, and all other unused materials and supplies.
- (9) Flashlight.

PART 23. VOTER ASSISTANCE

230:35-5-119. Assistance outside the polling place for physically disabled or infirm voter

(a) A voter who comes to the polling place but who cannot come inside to vote because of a physical disability or infirmity is entitled to vote outside the polling place assisted by two Precinct Officials. [26:7-123.1] If the voter is only visually disabled, this procedure does not apply. [26:7-123.1] This procedure does not apply to those who drive, accompany or assist the voter unless they otherwise qualify for assistance outside the polling place.

(b) Precinct Officials use this procedure when they learn that a physically disabled or infirm voter is outside wanting to vote. Before going outside to help the voter, the Precinct Officials must stop processing voters inside the polling place.

- (1) The Inspector tells the Judge to stop allowing voters to sign the Precinct Registry.
- (2) After all the voters who already have signed the Precinct Registry finish voting, the Inspector and one of the other Precinct Officials go outside to help the voter. The Inspector and the other Precinct Official must be registered to vote in different political parties.
- (3) The Inspector and the other Precinct Official take these items outside with them to assist the voter.
 - (A) Precinct Registry
 - (B) Ballots
 - (C) Secrecy folder
 - (D) Precinct Official ~~Notebook~~ Manual
 - (E) Oklahoma Voter Registration Application form
 - (F) Address Information Requested handout

(4) The Precinct Official who stays inside the polling place does not allow any voters to sign the Precinct Registry or receive ballots while the Inspector and the other Precinct Official are outside.

(c) The Inspector and the other Precinct Official follow this procedure when they go outside to help the voter.

- (1) The Inspector ~~reads~~ provides this oath to the voter on a form prescribed by the Secretary of the State Election Board: "Do you swear or affirm that you cannot enter the polling place to cast your ballot today because of a physical disability or infirmity? Do you further swear or affirm that the disability or infirmity is not a visual disability?" The voter must sign the oath under penalty of perjury.
- (2) The other Precinct Official finds the voter's name in the Precinct Registry, asks to see the voter's proof of identity, and places a checkmark in the ID box beside the voter's name. The voter signs the Precinct Registry if able to do so. If the voter cannot sign the Precinct Registry, the other Precinct Official prints the voter's name in the Precinct Registry and writes his own initials beside the voter's printed name.
- (3) If the Precinct Registry contains either the "Confirm Address" or "Insufficient Address" message, give the voter the Address Information Requested handout and the Oklahoma Voter Registration Application form. See 230:35-5-113.1.
- (4) If the voter can mark the ballot without assistance, the Precinct Officials allow the voter to do so. The Precinct Officials allow the voter as much privacy as possible to mark the ballot in secret. The voter puts the ballot in the secrecy folder.
- (5) If the voter cannot mark the ballot, the voter chooses an assistant. The voter's assistant may be the other Precinct Official or any other person the voter wants. However, the Inspector cannot be the voter's assistant.
- (6) The Inspector ~~reads~~ provides this oath to the voter's assistant. "Do you swear or affirm that you are not the voter's employer or an agent of the voter's employer? [26:7-123.3] Do you swear or affirm that you are not an officer or agent of the voter's union? [26:7-123.3] Do you swear or affirm that you will mark the voter's ballot or help the voter mark the ballot according to the voter's wishes?" [26:7-123.3]
- (7) The voter's assistant marks the voter's ballot as the voter instructs. The Precinct Officials allow the voter and the voter's assistant as much privacy as possible to mark the ballot in secret. The voter's assistant puts the ballot in the secrecy folder.

(8) The Inspector ~~prints~~ensures that the names of the voter and the voter's assistant appear on the Voter Assistance Form and ~~puts a check mark in the "Physically Disabled Voter (Other Than Visual) Who Cannot Enter Polling Place" column~~that the form is filled out completely.

(9) If the voter marked his or her own ballot, the other Precinct Official signs the Voter Assistance Form. If the voter did not mark his or her own ballot, the voter's assistant and the other Precinct Official shall sign the Voter Assistance Form. If the other Precinct Official served as the voter's assistant, he or she shall sign the Voter Assistance Form ~~only in the column labeled "Precinct Official Who Takes Ballots Outside Polling Place."~~. The Inspector signs the Voter Assistance Form in the space provided ~~at the bottom of the form.~~

(10) The Precinct Officials go back inside the polling place. The Inspector, using the secrecy folder and with the other two Precinct Officials watching, immediately puts the ballot in the voting device.

(11) Return to the routine procedure.

(d) The procedures described herein shall also be applicable to in-person absentee voting sites. Provided, an absentee voting board shall perform the duties assigned to precinct officials.

PART 34. PROVISIONAL VOTING PROCEDURES

230:35-5-177. Provisional voting procedure

The Inspector or the Provisional Voting Officer greets the voter and follows these steps to help the voter cast a provisional ballot.

(1) Take the Provisional Ballot Voucher from the voter. If the voter did not receive a Provisional Ballot Voucher from the Judge, send the voter to the Judge for a Provisional Ballot Voucher.

(2) Give the voter a copy of the Provisional Voting Information handout.

(3) Tell the voter that if County Election Board personnel cannot verify the voter's registration in this precinct, the provisional ballot will not be counted.

(4) Give the voter an Oklahoma Voter Registration Application form and ask the voter to fill it out and sign it. A voter is not required to complete the registration application to receive a provisional ballot but should be encouraged to do so. Tell the voter that filling out and turning in a new voter registration application may prevent the need to vote by provisional ballot in future elections. If the voter completes the application, set it aside in a secure place.

(5) Use a Checklist for Provisional Voting Officer and fill out an Oklahoma Provisional Ballot Affidavit form for the voter.

(A) Write the county name, election date, and precinct number in the spaces provided at the top of the affidavit.

(B) Write the voter's name and residence address on the affidavit exactly as they appear on the Provisional Ballot Voucher.

(C) Copy the Ballot Codes indicated on the Provisional Ballot Voucher to the spaces provided at the bottom of the Affidavit in the shaded area labeled "PVO Use Only."

(D) Ask the voter for the following information and write it on the affidavit in the appropriate spaces:

(i) Date of birth

(ii) Oklahoma driver license number, if available

(iii) Last four digits of Social Security number

(iv) Check the box only if the voter does not have an Oklahoma driver license and claims not to have been issued a Social Security number.

(E) Place a checkmark beside the appropriate statement of the reason the voter is casting a provisional ballot.

Note the following special instructions for some of the listed reasons.

(i) **Proof of identity.** If the voter does not have or refuses to provide proof of identity or if the voter's current name on an otherwise valid proof of identity document does not substantially conform to the name in the Precinct Registry, ask the voter to read and respond to each statement and to provide the correct information in the shaded area on the affidavit labeled "Completed By Voter." If the voter provides a name or residence address that is different from the name or address in the Precinct Registry, the voter must complete an Oklahoma Voter Registration Application form and turn it in with the completed affidavit.

(ii) **Voter Not in Precinct Registry.** If the voter offers any information about where and when he or she may have registered, last voted, or another name under which he or she may be registered, record the information in the spaces provided. If the voter has a voter identification card, take it and attach it with a paperclip to the voter registration application form. Ask the voter to complete and turn in a new Oklahoma Voter Registration Application form.

(iii) **Voter disputes political affiliation indicated in Precinct Registry.** Write the political affiliation claimed by the voter in the space provided.

(iv) **Voter disputes school district or municipal assignment in Precinct Registry.** Write the name of the school district or municipality in which the voter claims to reside.

(v) **Uniformed services or overseas voter.** Check the appropriate box to indicate the voter is a recently returned uniformed services or overseas voter.

(vi) **Voter who disputes credit for absentee voting.** Check this reason only during in-person absentee voting if a voter who has already received credit for voting by absentee ballot in this election denies having voted in this election.

(F) Record the ballot codes indicated on the voter's Provisional Ballot Voucher in the spaces provided on the Affidavit.

(6) Ask the voter to review the information on the affidavit. Tell the voter to read the oath and to sign it. Also ask the voter to write his or her daytime telephone number in the space provided.

(7) Sign the affidavit in the space provided for the Provisional Voting Officer.

(8) Print the voter's name on the Provisional Ballot Roster and copy the ballot codes to the Ballots Issued column on the Roster.

(9) Tell the voter to sign the roster.

(10) Ask the Clerk for the ballots indicated on the voucher. Fold each ballot in half before giving it to the voter. Give the voter the ballots and a Ballots envelope.

(11) Tell the voter to go to the provisional ballot voting booth to mark the ballot. Tell the voter to follow these steps to secure the ballot.

(A) Fold the ballot in half.

(B) Put the folded ballot inside the secrecy envelope and seal the envelope.

(C) Put the sealed secrecy envelope inside the affidavit envelope and seal the affidavit envelope.

(D) Return to the table with the sealed affidavit envelope.

(12) While the voter is marking the ballots, write the precinct number, election date, and the voter's name on a Provisional Ballot Materials envelope. Put the following items inside the Provisional Ballot Materials envelope:

(A) Affidavit

(B) Voucher

(C) Filled out and signed Oklahoma Voter Registration Application, if applicable

(13) If necessary, follow the procedures for spoiled ballots (230:35-5-127) or voter assistance (230:35-5-120.1), using instructions in the Election Day Reference and Problem Solver in the Precinct Official ~~Notbook~~Manual.

(14) When the voter returns the sealed Ballots envelope, put it inside the Provisional Ballot Materials envelope with the voter's name on it and seal the Materials envelope. Put the sealed Provisional Ballot Materials envelope inside the orange Provisional Ballots Bag.

(15) Tell the voter that information concerning disposition of the provisional ballot may be obtained from the County Election Board after 5 p.m. on Friday. Make sure the voter takes a copy of the Provisional Voting Information handout.

230:35-5-177.1. Provisional voting procedure for voter using the ATI

If a voter who is using the ATI device attached to the voting device to cast an audio ballot needs to vote provisionally for one of the reasons listed in 230:35-5-177, follow the provisional voting procedure as outlined in 230:35-5-177 (1) through (8). Read both the information you have recorded on the Affidavit and the oath to a visually disabled voter. Follow the steps in the Election Day Reference and Problem Solver in the Precinct Official ~~Notbook~~Manual to prepare the ATI device and activate the appropriate audio ballot for the voter. Once the audio ballot is activated, other voters can continue inserting paper ballots into the voting device while the ATI device is in use.